



ACA Data Entry Certification Overview

The purpose of this Job Aid is to walk through how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the number of employees and provides an opportunity to update tax data, like address. Contact OHB with any questions on how your agency/locality should use this page: ohb@dhrm.virginia.gov.

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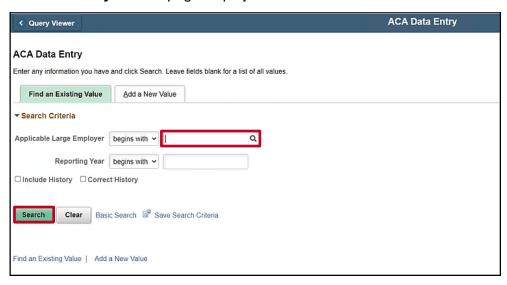


ACA Data Entry

1. Navigate to the ACA Data Entry page using the following path:

Benefits > Employer Information > ACA Data Entry.

The ACA Data Entry search page displays.



- 2. Enter the Applicable Large Employer or the Reporting Year in the search box.
- 3. Click the **Search** button.

The **ACA Data Entry** page displays.



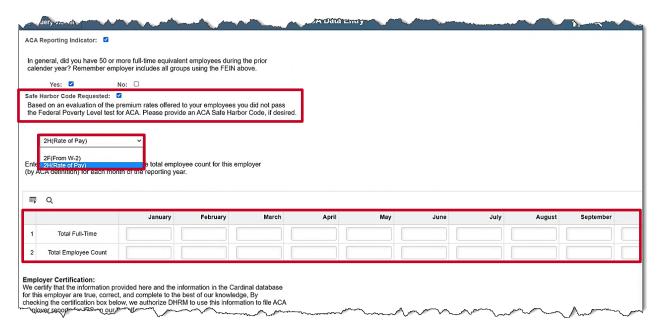
Note: OHB will run a clone process to create a shell for the new year for each agency.

- 4. Click on the **Edit Address** button if Address needs to be updated.
- 5. Click on the magnifying glass next to **Contact Employee ID** if contact needs to be updated.

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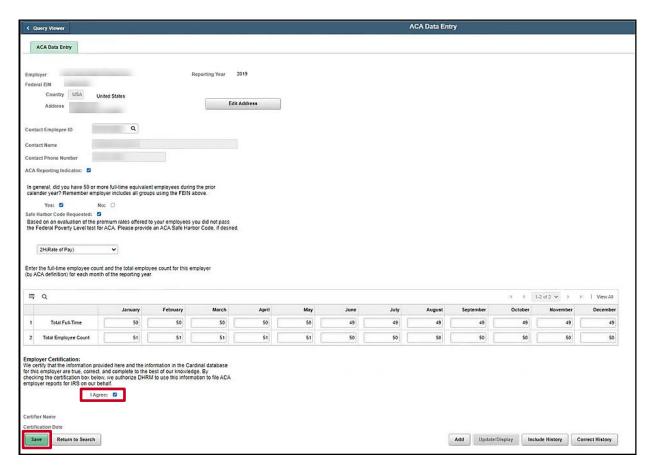
6. Check **Yes** or **No** under the question for 50 or more full-time employees.



- 7. If the **Safe Harbor Code Requested** box is checked, click on the drop-down menu under that section.
- 8. Select either of the two options: **2F (From W-2)** or **2H (Rate of Pay)**
- 9. Enter the total counts for **Total Full-Time** and **Total Employee Count**.

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- 10. Once all the information is populated, check the **I Agree** box at the bottom of the page.
- 11. Click the Save button.

Note: When the **Save** button is clicked the **Certifier Name** and the **Certification Date** will populate.

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